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DD/S 61-4024

13 SEP 1961

MEMORANDUM FOR: Deputy Director (Support)

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SUBJECT : [REDACTED] Personnel Requirements

1. Pursuant to your instructions, I visited [REDACTED] and spent the better part of a day going over personnel requirements there with [REDACTED]

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2. The Management Staff, upon completion of the survey at [REDACTED] recommended an increase of nine for maintenance and five for fire prevention. There is no doubt in my mind but that [REDACTED] maintenance force must be increased. For example, the superintendent of maintenance is so busy trying to keep records and scheduling of work that he has little or no time for inspection and supervision. The motor pool has only one employee and simply cannot take care of things as they should be. More help is also needed to take care of the carpentry, electrical, heating, and refrigeration requirements.

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I recommend that you approve a minimum increase of six to [REDACTED] ceiling to take care of these pressing maintenance problems with the understanding that the situation will again be reviewed six months from now. In this connection I suggested to [REDACTED] that he submit a paper requesting such approval.

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3. With respect to fire prevention, since there is around-the-clock coverage by trained firemen, I would not recommend any increase for this activity at this time. Guards have been given a certain amount of training in fire prevention and are instructed to secure their post and report for duty immediately when a fire breaks out.

[REDACTED]
Executive Assistant to the
Deputy Director (Support)

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Distribution:

Orig - DDS Subject

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1 - DDS Chrono

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC NO. 4 NO CHANGE
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